POSITION TASK BOOK FOR THE POSITION OF

ALL-HAZARDS NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) HAZARD MITIGATION FLOODPLAIN MANAGEMENT SPECIALIST

HAZARD MITIGATION FLOODPLAIN MANAGEMENT SPECIALIST

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Hazard Mitigation (HM) Floodplain Management Specialist and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Gather, review, and organize disaster-related information for analysis and decision-making

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Attend and participate in internal and external meetings, as assigned: ● Post-disaster mapping update meetings ● Flood damage assessment reviews ● Mitigation Assessment Team support and report reviews	E, F, I, J		
2. Consult with floodplain management staff about ongoing issues and the floodplain management history of communities in designated areas.	E, F, I, J		
3. Coordinate with stakeholders to ensure that floodplain management activities, such as the HM strategy, support the goals and objectives for the disaster.	E, F, I, J, T		
4. Coordinate with stakeholders to identify HM priorities.	E, F, I, J, T		
5. Obtain community demographics from resources to support mitigation opportunities and compliance, especially related to vulnerable populations.	E, F, I, J, T		
6. Obtain Community Information System (CIS) data entry access through the regional point of contact (POC) and perform data entry to compile community data and generate reports.	E, F, I, J		
7. Obtain insurance-related information from HM insurance specialists to identify specific issues related to affected communities: ● Community Status Book Report ● Insurance data ● Repetitive loss (RL) data ● Substantial damage ● Group flood insurance policy coverage	E, F, I, J		

2. *Competency:* Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. *Behavior:* Communicate HM program information

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Demonstrate the ability to work with local, state, tribal, and territorial officials and entities—such as city/county councils, and building officials, in coordination with the Authority Having Jurisdiction (AHJ)—to address floodplain management issues and promote mitigation.	E, F, I, J, T		
9. Participate in community education and outreach activities, including public meetings and workshops, to provide floodplain management information, as assigned.	E, I, J		
10. Respond to inquiries from internal and external partners in a timely manner with accurate information: ● Provide latest information on flood hazard in specific area of interest	E, I, J		
11. Review and provide input for Incident Action Plan (IAP), situation reports, and HM strategy.	C, E, F, I, J		

3. *Competency:* Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. *Behavior:* Implement HM program processes

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Assist with onsite inspections: ● Compliance issues ● Substantial damage (provide training on the Substantial Damage Estimator tool before site visits, if applicable)	E, I, J		
13. Help participating communities identify solutions to post-disaster compliance issues, with special emphasis on RL and substantial damage: ● Use information from the baseline conditions to evaluate changes in RL and SRL structure pool ● Review any changes in the latest local, state, tribal, and territorial NFIP policy update and ensure its adoption and application in affected communities ● Establish a policy of consistency for evaluating any incoming substantial damage estimations	E, F, I, J, T		
14. Provide flood map determinations for stakeholders: ● Distinguish the differences between effective (but outdated) flood hazard maps and the best available (but still preliminary) data ● Support collection of additional data to improve floodplain delineations ● Provide accurate information with recommendations for its application	E, F, I, J, T		

3b. *Behavior:* Perform floodplain management administrative procedures for HM program

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Help establish baseline conditions on state/community standing with the National Flood Insurance Program (NFIP) in anticipation of forthcoming mitigation assistance: ● Perform due diligence on affected community and its standing with NFIP, including existing flood insurance policies, RL, and severe repetitive loss (SRL) structures, adherence to state floodplain ordinances, and Community Rating System (CRS) program participation	E, F, I, J, T		

3c. *Behavior:* Advise and guide on HM program concepts, rules, regulations, and processes

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Assess the need for stakeholder training or workshops on floodplain management topics.	E, F, I, J, T		

17. Promote nonparticipating communities' enrollment in NFIP by describing the program's benefits to local, state, tribal, and territorial officials: ● Draw information from Federal Emergency Management Agency (FEMA) Community Status Book Report	E, F, I, J, T	
18. Provide basic technical assistance on floodplain management to internal and external partners: ● Complete floodplain determinations for proposed temporary housing sites ● Discuss the best available data and various letters of map revision, in light of possible map changes in near future	E, F, I, J, T	

3d. Behavior: Analyze program-related data to make recommendations and identify problems

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Assist with loss avoidance studies, if data is available, to quantify savings resulting from adherence to floodplain management ordinances and general NFIP compliance; provide recommendations.	E, F, I, J, T		
20. Monitor compliance with flood damage prevention ordinances for post-flood events, especially in relation to substantial damage; refer issues to immediate supervisor.	E, F, I, J		

3e. Behavior: Advise and provide technical assistance on coastal floodplain management-related activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Coordinate coastal insurance concerns with an HM insurance specialist.	E, F, I, J, T		
22. Provide information on the function and benefits of floodplains and wetlands, and the connection to Executive Order (EO) 11988 and EO 11990.	C, E, F, I, J, T		
23. Recognize critical actions and the higher standards of protection that apply; provide technical advice on implementing critical actions within the framework of existing local floodplain regulations.	E, F, I, J, T		
24. Serve as a resource on coastal zone floodplain management issues, including: ● Coastal Barrier Resources Act ● Otherwise Protected Areas ● FEMA Coastal Construction Manual ● Tsunami inundation mapping	E, F, I, J, T		

3f. Behavior: Advise and provide technical assistance on substantial damage floodplain management-related activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

25. Compile and process flood damage information and deliver accurate reports to communities; provide follow- up technical assistance as needed.	E, F, I, J, T		
26. Help communities determine necessary level of floodplain management support/service in the post- disaster environment: ● Review the need to update local ordinances or reevaluate flood risk	E, F, I, J, T		
27. Provide communities with technical assistance on general data collection and communication during damage assessment.	E, F, I, J, T		